



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 12451.2B CH-1
N32
27 Jun 01

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 12451.2B CHANGE
TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER CIVILIAN OF THE QUARTER/YEAR
PROGRAM

1. Purpose. To issue change 1 to the basic instruction.
2. Action. Make the following pen and ink changes:
 - a. Paragraph 8a(5) Change to read "\$400 cash award."
 - b. Paragraph 8b(5) Change to read "\$500 cash award."

A handwritten signature in black ink, appearing to read "D. R. O'Brien", is positioned above the printed name.

D. R. O'Brien
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I
HRO Philadelphia, GLSC



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NTCGLAKESINST 12451.2B
N32

AUG 17 1999

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 12451.2B

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER CIVILIAN OF THE QUARTER/YEAR PROGRAM

Encl: (1) Sample Nomination Format for the NTC COQ/COY
(2) Sample Citation for the NTC COQ/COY

1. Purpose. To establish procedures, criteria and responsibility for selecting the Civilian of the Quarter/Year (COQ/COY) within the Naval Training Center (NTC), which includes Transient Personnel Unit (TPU).

2. Cancellation. NTCGLAKESINST 12451.2A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy. It is the policy of this command to recognize and reward outstanding achievements of the personnel assigned. The COQ/COY Awards provides a special means of recognizing significant all-around accomplishments of our civilian personnel. Such awards can only be successful when supervisory personnel at all levels know their work force and bring an individual's outstanding efforts to the attention of the chain of command.

4. Eligibility. All NTC civilian appropriated and non-appropriated employees assigned to NTC departments, special assistants and TPU for at least six months are eligible as follows:

a. Civilian of the Quarter (COQ) (Non-Supervisory). Civilian personnel must occupy a non-supervisory position as classified in the official position description of that nominee. Recipients of this award cannot be nominated again for this award during the same calendar year.

b. Civilian of the Quarter (Supervisory). Civilian personnel must occupy a supervisory position as classified in the official position description of the nominee. Recipients of this award cannot be nominated again during the same calendar year.

c. Civilian of the Year (Non-Supervisory)

(1) Personnel who qualify as Civilian of the Quarter may be nominated.

AUG 17 1999

(2) Must have been an employee within NTC or TPU for the entire twelve month period.

d. Civilian of the Year (COY) (Supervisory). Personnel who qualify as COQ will be automatically considered for COY. Other outstanding supervisors who meet the requirements of paragraph 4b may be nominated. To be eligible for COY, nominee must be an employee within NTC or TPU for an entire twelve month period. An exception to the required twelve month period for consideration would be a COQ selectee who may have been on board for less than one year.

5. Criteria for consideration. Personnel nominated for these awards will be those individuals whose service to the command, the Navy and/or the civilian community is such that it distinguishes their achievements, making them stand out from their peers as an outstanding example to be emulated. Nominations will be forwarded per encl (1). Personal data concerning the nominee will include position title and grade, schools attended, awards, honors received, date nominee reported to NTC or TPU and number of years of civilian service. Supporting data should be factual and specific rather than opinions or unsupported general conclusions. The following are specific areas of accomplishment which will be considered in the nominations. It is recognized that not all areas will be presented in every case; however, this should not preclude an individual from being nominated.

a. **Dedication to duty** (the employee consistently performs beyond the standards of the position).

b. **Service to Customers** (how the employee greets and serves customer command representatives and individuals).

c. **Quality of Working Relationships** (the employee makes positive contributions to morale of co-workers).

d. **Contributions to the Command Mission and Working Environment** (participation in meetings, boards, committees; suggestions for improving procedures and contributions to the concept of Total Quality Leadership (TQL)).

e. **Professionalism**. Knows the job well; appears professional, both in personal grooming habits and manners/courtesies; a fine example for all members to emulate.

f. **Efforts toward Self-Improvement** (voluntary course attendance whether job related or not).

g. **Community service**.

AUG 17 1999

h. **Other noteworthy areas.** (e.g., safety, self development, beneficial suggestions, etc.)

6. Nomination procedures

a. Nominations for supervisory and non-supervisory COQ must be in writing (see enclosure (1)) and forwarded to reach the NTC Admin (N32), Building 1, Room 237 no later than the 10th of the first month following each calendar quarter, (April 10th, July 10th, October 10th, January 10th). Only one nomination will be accepted each quarter from each department, special assistant or TPU. Negative inputs are required.

b. Nominations for the Civilian of the Year must be in writing and forwarded to NTC Admin (N32), not later than 10 January for the preceding year. The written nomination will include the entire year. Negative inputs are required.

c. Incomplete packages will be returned to the appropriate Assistant Chief of Staff, Department Head or CO, TPU.

7. Awards Board. An Awards Board will review the nominations and make recommendations to the Chief of Staff (COS), Base Operations for final approval. The Awards Board will be composed of the Assistant Chief of Staff (ACOS), Base Operations, Director Administrative Services Department, Simplex Command Master Chief, and departmental representatives designated by the ACOS, Base Operations. The board will convene not later than the 20th day of the month following the close of each award period (i.e., the 20th day of each new quarter).

8. Ceremony and Awards. This establishes a uniform award for the NTC COQ/COY Program.

a. The NTC Civilian of the Quarter (Supervisory/Non-Supervisory):

(1) A ceremony, such as the regularly scheduled command awards ceremony to which the employee's family is invited.

(2) An NTC plaque suitably inscribed.

(3) Supervisory/Civilian of the Quarter certificate.

(4) Hometown news release (with concurrence of individual).

(5) \$150.00 cash award.

AUG 17 1999

b. The NTC Civilian of the Year (Supervisory/Non-Supervisory):

(1) A ceremony, such as the regularly scheduled command awards ceremony to which the employee's family is invited.

(2) An NTC plaque suitably inscribed.

(3) Supervisor/Civilian of the Year certificate.

(4) Hometown news release (with concurrence of individual).

(5) \$200.00 cash award.

9. Action

a. Commanding Officer, TPU, NTC Department Heads and Special Assistants will:

(1) Give full support to the program by disseminating the information and by submitting nominations in accordance with this instruction.

(2) Prepare proposed citation (enclosure (2)) and submit to NTC Admin (N32) with the nomination.

(3) Post the NTC COQ/COY photographs in an appropriate location on picture boards/command bulletin boards.

b. Awards Board. Meet as scheduled herein and recommend candidate(s) for final approval to the COS, Base Operations.

c. Director Administrative Services (N32) will:

(1) Process nominations and provide to Awards Board when it convenes.

(2) Arrange ceremony and an appointment for the awardee to have specific photo taken for bulletin boards, etc.

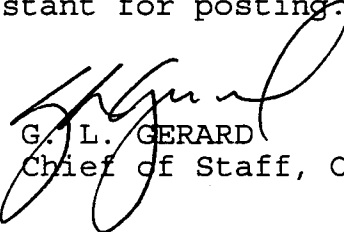
(3) Obtain hometown news release (with concurrence of the individual).

(4) Obtain plaques from Comptroller and have them appropriately inscribed by Self Help.

(5) Receive and finalize Certificate of Achievement.

AUG 17 1999

(6) Distribute inscribed brass name plates to each department and/or special assistant for posting.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II, (Case B) C & E only))

NTCGLAKESINST 12451.2B

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AUG 17 1999

(SAMPLE LETTER)

From: (ACOS/Department Head/Special Assistant, or CO, TPU)
To: Commander, Naval Training Center, Great Lakes

Subj: NTC COMMAND CIVILIAN OF THE QUARTER/YEAR NOMINATION

Ref: (a) NTCGLAKESINST 12451.2A

1. In accordance with reference (a), _____
is nominated for the NTC Civilian of the Quarter/Year.
(Supervisory or Non-Supervisory, circle one)

2. The following information is provided:

- a. Full name:
- b. Position Title and Grade:
- c. Length of Service:
- d. Dedication to duty:
- b. Service to Customers:
- c. Working relationships:
- d. Contributions to the command mission and working environment:
- e. Efforts toward self-improvement:
- f. Community Service:
- g. Other noteworthy areas:

3. Supervisor's comments: (include number of people the nominee supervised, if any)

SIGNATURE BLOCK
NOMINATING OFFICIAL

Enclosure (1)

NTCGLAKESINST 12451.2B

AUG 17 1999

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NTCGLAKESINST 12451.2B

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AUG 17 1999

(SAMPLE CITATION)

The Commander, Naval Training Center, takes pleasure in awarding a **LETTER OF COMMENDATION** to

MR./MS. _____
NAVAL TRAINING CENTER (SIMPLEX)
CIVILIAN OF THE QUARTER/YEAR

for service as set forth in the following
CITATION:

"For professional achievement in the superior performance of his/her duties from _____ to _____ which resulted in his/her selection as Naval Training Center, Great Lakes, Illinois (Simplex) Civilian of the Quarter/Year. Mr./Ms. is dedicated to his duties, the command and the United States Navy. He/She is _____
 _____ Mr./Ms. _____ contributes greatly to the commands mission and command morale through _____
 _____. Mr./Ms. _____ consistently strives for self-improvement by _____
 _____. Mr./Ms. _____'s exceptional professionalism, initiative, and loyal devotion to duty reflected great credit upon him/herself and were in keeping with the highest traditions of the United States Naval Service."

EDWARD E. HUNTER

Rear Admiral, U.S. Navy

Enclosure (2)